

Using Open Office Writer

- 1 Open the ODT file in Open Office Writer.

- 2 Select "File" from the upper-left hand menu and click on "Export as PDF."

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- 3 Adjust the options as necessary. The "General" tab allows you to set the range of pages to be converted and the quality of the image compression. The "Initial View" and "User Interface" tab allows you to adjust how the created PDF will be viewed when first opened. The "Security" tab allows you to set permission passwords and viewing restrictions. If you are converting a text-only ODT file for general use only, the default settings should be sufficient.

- 4 Click on the "Export" button. Enter a file name for the PDF file and indicate the location where the file will be saved.